

AG Contract No. KR95 1989TRN
ADOT ECS File No. JPA 95-150
Project: CM-900-0(125)/H4135 01X
Program: FY95-96 Capitol Rideshare

INTERAGENCY SERVICES AGREEMENT
BETWEEN
THE DEPARTMENT OF TRANSPORTATION
AND
THE DEPARTMENT OF ADMINISTRATION

THIS AGREEMENT is entered into 18 SEPTEMBER 1995,
pursuant to Arizona Revised Statutes Section 35-148 between
agencies of the State of Arizona, to wit; the DEPARTMENT OF
TRANSPORTATION, acting by and through its Director (the "DOT")
and the DEPARTMENT OF ADMINISTRATION, acting by and through its
Director (the "DOA").

I. RECITALS

1. The DOT is empowered by Arizona Revised Statutes
Section 28-108 and 28-112 to enter into this agreement and has
by resolution, a copy of which is attached hereto and made a
part hereof, and has delegated to the undersigned the authority
to execute this agreement on behalf of the DOT.

2. The DOA is empowered by Arizona Revised Statutes
Section 41-1504 to enter into this agreement and has authorized
the undersigned to execute this agreement on behalf of the DOA.

3. Arizona State government, through various programs,
has devoted significant effort towards a Phoenix metropolitan
clean air environment. One successful program, administered by
the DOA, is the Capitol Rideshare Program, which encourages and
rewards state employee carpooling and other alternative
transportation methods, and which satisfies the requirements of
ARS Section 49-581 et seq. The Federal Highway Administration
supports the Program effort financially through the DOT, and
has allocated federal Congestion Mitigation Air Quality (CMAQ)
funds in the amount of \$135,000.00 for FY95-96 for DOT
distribution in support of the Program. The State has
allocated \$45,000.00 in funds in support of the Program, for a
total of \$180,000.00. This agreement is to define the
responsibilities of the parties hereto relating the Program.

THEREFORE, in consideration of the mutual agreements expressed
herein, it is agreed as follows:

II. SCOPE

1. The DOT will:

As soon as practicable after receipt and approval of reports and invoices, reimburse the DOA for the reasonable costs associated with the performance of the administration of the Program. The total amount of State and Federal CMAQ reimbursements contemplated under this agreement is \$180,000.00.

2. The DOA will:

a. During the period 1 July 1995 through 30 June 1996, provide any required matching funds, and perform and accomplish administration of the Program generally in accordance with the Program Workplan and Program Objectives, which are attached hereto as Exhibit A and made a part hereof.

b. Provide DOT with monthly narrative progress reports. Mark such reports and related documents as then may be requested by DOT, to include disclaimer statements as appropriate.

c. Invoice the DOT, no more often than monthly, for the reasonable costs associated with the performance and administration of the Program.

III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until cancelled by either party, or other competent authority. Should the Program not be completed, be partially completed, or be completed at a lower cost than the estimated amount, or for any other reason should any of these funds not be expended, a proportionate amount shall be reimbursed to the DOT. Exhibit A to this agreement may be amended as appropriate by the written agreement of the parties hereto.

2. This agreement shall become effective upon execution by the parties hereto.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 pertaining to audit are applicable to this contract.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth in Arizona Revised Statutes Section 12-1518.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 South 17th Avenue Mail Drop 616E
Phoenix, AZ 85007

Arizona Department of Administration
Capitol Rideshare Program Manager
1700 West Washington Street Room B-52
Phoenix, AZ 85007

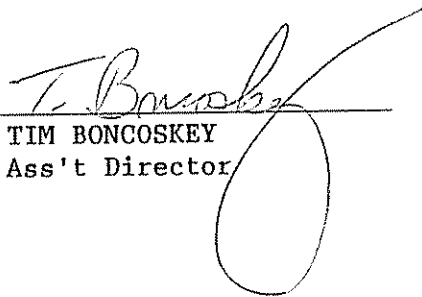
IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

STATE OF ARIZONA

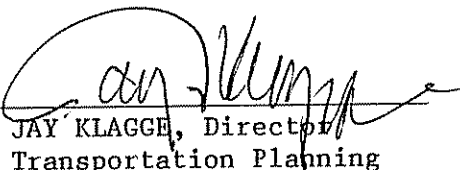
DEPARTMENT OF ADMINISTRATION

DEPARTMENT OF TRANSPORTATION

By


TIM BONCOSKEY
Ass't Director

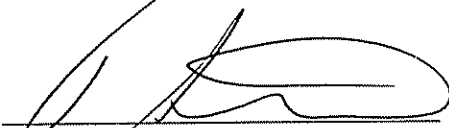
By


JAY KLAGGE, Director
Transportation Planning

RESOLUTION

BE IT RESOLVED on this 21st day of August 1995, that I, the undersigned LARRY S. BONINE, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Highways Division, to enter into an agreement with the Arizona Department of Administration for the purpose of defining responsibilities for accomplishing the FY95-96 Capitol Rideshare Program.

Therefore, authorization is hereby granted to draft said agreements which, upon completion, shall be submitted to the Transportation Planning Director for approval and execution.



for LARRY S. BONINE
Director

Capitol Rideshare Workplan

July 1995 - June 1996

Department of Administration
Travel Reduction Programs
1700 W. Washington, Room B-52
Phoenix, Arizona 85007

Tim Boncoskey, Assistant Director
Kayelen Corley, Program Manager
(602) 542-7433

Status of 1994-1995 Objectives

Capitol Rideshare had a very exciting year; membership continues to increase dramatically. More than 2,638 state employees are now registered in 1,176 carpools, representing an increase of 19.4% over April, 1994 and exceeding our 1994-1995 goal of having 2,320 state employees in 1,130 carpools. Even with eight purges of the entire system since records of the number of carpoolers began being tracked in 1986, the number of carpoolers is now more than 365% of the 567 carpoolers who were registered in June of 1986!

The new Commuter Club has been very popular among state employees, thus generating considerable exposure. Membership increased dramatically this year. The Commuter Club was originally developed in fiscal year 90-91 in response to four encouragements listed by state employees on the first year Travel Reduction Survey as benefits which would inspire them to use alternate modes of transportation. In the fifth year of operation, we unveiled the new format and program. The coupon book was replaced with the Discount Card and Pocket Guide, making it easier for state employees to utilize. The program has been so well received that the Regional Public Transportation Authority is currently modeling a county-wide program after it. The Commuter Club now has 3,887 members; representing an 18.8% increase over this time last year. We continue to experience significant growth each month.

Commuter Club members receive the following benefits:

Free Rides Home in Case of Emergency: A private cab company is still providing rides home to state employees who either become ill at work, have an ill family member or are stranded at work by their carpool partner leaving early.

Employer Rewards: Each member receives a discount/ID card and pocket guide for *Vendors Who Care About Clean Air* which offers discounts and special offers to members of the Commuter Club.

Extra Lead Time on Reserving State Vehicles: Staff, in cooperation with the Arizona Department of Administration Fleet Management, is continuing our program whereby Commuter Club members can reserve ADOA motor pool cars with ten days notice instead of the usual maximum seven days.

Special Parking: Capitol Rideshare continues to offer preferential parking to state employees who carpool more than three days a week.

As per our 1994-1995 Workplan, Capitol Rideshare co-chaired an Arizona Department of Administration Bus Card Plus working group consisting of representatives from Information Services Division, the General Accounting Office, Personnel, and Capitol Rideshare. This group accomplished the enormous task of coordinating and executing the reprogramming of the payroll system, payroll deduction authorization procedures, Phoenix Transit invoice tracking, and personnel procedures. Capitol Rideshare was responsible for promulgation of rules and development of policies, design and implementation of all promotional collateral material and marketing. We held workshops

and trained Rideshare Coordinators and Personnel Managers to educate them regarding the new program. We established Bus Card Plus information centers at all state agencies in Maricopa County. In preparation for the start date, all eligible state employees received a special announcement announcing the program. At last, state employees could board the bus with Bus Card Plus and receive a 50% subsidy on October 1, 1994. Current statistics indicate that 66% of the Bus Card Plus card holders applied for a card because of the 50% bus subsidy. The program has been a great success. According to the best data available to us, bus ridership among state employees in Maricopa County has increased 26.8%. Our most recent travel reduction survey was conducted prior to implementation of Bus Card Plus and it suggested that as many as 1,508 state employees were riding the bus an average of 17 trips per month. In February, the fifth month of Bus Card Plus activity, 1,912 state employees rode the bus an average of 20 times. Due to our massive marketing efforts more than 3,300 state employees in Maricopa County currently hold a Bus Card.

This year, the Clean Air Campaign was updated with the slogan of "Let's Clear the Air - Rideshare" and covered an eight-month span. In response to employer requests, the Valley-wide campaign was changed to allow one coupon to be submitted for each day that the employee shared the ride; instead of the one in five coupon from previous years. As our collateral material supplier (RPTA) has limited resources, Capitol Rideshare presented its modified version of the campaign along with our logo and marketing materials. The state's campaign consisted of three Challenge weeks; one in November, one in February, and one in May. We have enjoyed an enormous success rate and have continued to receive enthusiastic support. This year staff had great success soliciting prize donations from private companies. We obtained more than 350 donated prizes for state employees to win! We received an average of nearly 8,500 coupons each challenge week. To ensure equal representation and fair competition, a new category was added to our previous four: Extra Large. So now state agencies compete in the five size categories each Challenge week and agency winners for the entire campaign will be given traveling trophy clocks at our Clean Air Reception in June.

Rideshare information was disseminated in many different ways this year. We continued to promote the campaign and slogan for Capitol Rideshare: "Share the Ride....with Capitol Rideshare." In addition to payroll enclosures, brochures, vanpool brochures, bus books and Clean Air and DASH shuttle posters we disseminated, we have revamped, produced and distributed quarterly issues of *The Coordinator Update*. We distributed six issues of our newsletter, *The Ride Line*, with a Special Edition dedicated to Bus Card Plus. Press releases and informational articles were distributed to agency publication editors a total of six times thus far; at the end of this fiscal year, we will have distributed a total of eight news releases.

Literature displays continue to be maintained in fifteen buildings housing state employees. One payroll enclosure was included with October paychecks; and the second was distributed in April. Additionally, Capitol Rideshare unveiled the new New Employee Packet. This packet is a comprehensive folder of information about alternate modes, rideshare, and travel reduction. Capitol Rideshare designed and continues to distribute this packet to personnel directors representing virtually all of the state

agencies in Maricopa County, and Capitol Rideshare continues to provide materials to the Department of Administration Personnel Division for employee orientations and Rideshare Coordinators.

Capitol Rideshare also continued to encourage state employees to bike to work by helping employees who want to bike to work maintain places to store their bicycles. A new Capitol Bike Club was unveiled in April of 1995. The club encourages bike riding as an effective alternative to commuting by car. Membership consists of an informational quarterly newsletter, discount/ID card, and more.

Staff continued networking, through participation in the Clean Air Campaign employer committee, regional Transportation Management Associations, the Women's Transportation Seminar and the Association for Commuter Transportation. Staff shares information with other employers operating rideshare programs. Additionally, staff has worked closely with Phoenix Transit to provide information about state employees' desires as reflected on the Travel Reduction Survey.

Telecommuting continues to be an important part of the Capitol Rideshare Program. Six more agencies have been invited by the Governor to participate in the State of Arizona Telecommuting Program. Currently, seven agencies have completed their pilots and are expanding their programs. Another seven agencies are currently in the pilot phase. Over 350 state telecommuters have received formal training this year by staff, or through employees trained by staff.

Staff continued to assist other public and private organizations with expertise and information on the State of Arizona Telecommuting Program. Surveys of these organizations indicate that staff assistance was instrumental in helping organizations to implement successful telecommuting programs.

In April, staff administered the sixth year travel reduction surveys. This year, the Legislature has required that employers conduct separate travel reduction surveys at each site with more than 50 employees. We surveyed 19,417 employees in 124 buildings at 59 mandatory sites. We solicited the help of Governor Fife Symington to send a letter to all Agency Directors asking them to appoint a Travel Reduction Survey Coordinator. The surveys will be submitted to Maricopa County by May 10 for processing, and the results will be returned to us in August, at which time we will prepare our seventh annual Travel Reduction Plan, as required by the 1988 Clean Air Act.

Staff also worked with two Maricopa Association of Governments committees to help reduce regional travel. The MAG Pedestrian Working Group drafted a Pedestrian Area Policies and Design Guidelines workbook to help communities identify physical improvements that are necessary for the creation of safe, secure and pleasant pedestrian areas. The MAG Electronic Highway Users Group was formed to facilitate the connection of MAG jurisdictions and other community information resources by means of a regional electronic network.

Program Objectives & Strategies for July 1995 - June 1996

The Program Objectives section includes ten goals and our strategies to accomplish these goals. Capitol Rideshare estimates that our program will save state employees more than 9.4 million miles and the Valley 174 tons of pollution (113 tons of Carbon Monoxide, 23 tons of NOX, 31 tons of Hydrocarbons and 7 tons of Particulates) this fiscal year, in addition to the potential savings from the expansion of the telecommuting program as described in Objective #5.

1. **Work closely with agency rideshare coordinators; recruit and train coordinators as needed.**

Capitol Rideshare will continue to produce and distribute *The Coordinator Update*, a quarterly newsletter for agency rideshare coordinators. The newsletter has been popular with coordinators and will continue to provide information about upcoming events and rideshare, travel reduction and air quality news. Additionally, we spotlight a Rideshare Coordinator of the Quarter in the newsletter, and allow them to offer tips and information to other Coordinators. This Coordinator will also receive a Certificate of Recognition and notebook from Capitol Rideshare in honor of their contribution to the program.

We will continue a quarterly update meeting program with all Rideshare Coordinators; a Rideshare Roundtable. The Rideshare Coordinators are divided into two categories: agencies with fewer than 500 employees and agencies with more than 500 employees. The purpose of the division and the conducting of two separate meetings is to enable us to conduct effective brainstorming sessions for the Coordinators as well as focus on topics relevant to their agency. By meeting once a quarter, we feel it will better expedite the information processing as well as provide motivation to our Rideshare Coordinators. During each meeting, we will award certificates to the Coordinator who has achieved the highest percent increase in Commuter Club memberships for the previous quarter. Since the Rideshare Coordinator may often be our first link to the state employee, we feel it is extremely important to motivate, educate, assist, and reward our Coordinators to the best of our ability.

Every June, Capitol Rideshare will conduct our annual combination workshop and appreciation event for Coordinators. At this event, staff will review policies and procedures; outline the Bus Card Plus and subsidy program; explain the Commuter Club; train new Coordinators; and conduct a trouble shooting session. We will also distribute token gifts of appreciation as well as a program evaluation for Rideshare Coordinators to complete and return.

2. **Improve and expand upon methods of disseminating travel reduction information to all state employees, including new hires, in Maricopa County.**

Capitol Rideshare staff will continue to promote carpooling, vanpooling, bus riding, walking, bike riding, etc. to state employees by distributing information about alternate modes, publicizing special programs like Bus Card Plus, the DASH and HOV lanes, and educating state employees on gasoline conservation and air pollution.

Capitol Rideshare staff will continue to provide all non-university, state employees in Maricopa County with *The Ride Line* rideshare newsletter. Capitol Rideshare will continue the frequency of bi-monthly, six times per year (July, September, November, January, March, and May). Every other issue will be a four-page format; the other three will be a two-page format. The newsletter will continue to provide up-to-date information, motivational articles, informative features, an employee communication column, and will always feature an application in each issue.

Capitol Rideshare will have three payroll enclosures this year. The breakdown is as follows: one enclosure for the Clean Air Campaign, one for general Rideshare information, and one for the Commuter Club.

Capitol Rideshare will provide the editors of state agency newsletters with at least six articles about ridesharing, the Clean Air Campaign, Bus Card Plus, the travel reduction program and related issues and will distribute news releases to state and local publications when appropriate.

Capitol Rideshare will continue to work with agency rideshare coordinators to maintain literature displays in fifteen buildings. Capitol Rideshare will conduct random inspections of all rideshare displays this year to insure that they are being properly maintained, stocked, and are clean.

Capitol Rideshare will utilize the New Employee rideshare packets and will continue to distribute rideshare packets to all newly hired employees with the help of the Arizona Department of Administration Personnel Division and state agency personnel managers as well as Rideshare Coordinators.

Capitol Rideshare will explore the feasibility of placing an interactive rideshare kiosk in the lobby of the Capitol Tower. The idea is for the kiosk to provide immediate assistance to interested state employees who would like information on available bus routes and other individuals who live and work near them who are interested in carpooling. If it is determined to be feasible, adequate funding for a kiosk will be sought.

Capitol Rideshare will continue to investigate and participate in other options of participation whereby exposure could be achieved.

3. **Continue to provide individualized rideshare assistance and to keep the database updated.**

Capitol Rideshare staff will continue to update the database monthly. Staff will also continue to provide carpool matchlists, vanpool information and assistance, bus route and subsidy information, and bike route and safety information to state employees promptly and cheerfully.

Capitol Rideshare intends to have 2,770 state employees registered in 1,235 car and van pools by June 30, 1996, representing an increase of 5%.

4. **Maintain benefits and incentives for the Capitol Rideshare Commuter Club and work to continue to expand membership.**

Capitol Rideshare will continue to promote the Commuter Club in all phases of marketing. It is designed as an integral part of our program. Any state employee in Maricopa County who uses an alternate commute mode at least twice a week qualifies for membership to the Capitol Rideshare Commuter Club and is entitled to the following benefits:

Employer Rewards--Capitol Rideshare will work with Valley businesses to continue our promotion of Valley Merchants and Vendors Who Care About Clean Air discount card and will distribute them to Commuter Club members during renewal in June of each year as well as ongoing distribution to members as they join.

State Vehicles for Appointments--Capitol Rideshare will continue to work with the Arizona Department of Administration motor pool to allow Commuter Club members to reserve their state vehicles ten days in advance instead of the usual seven days allowed all other state employees.

Special Parking--Capitol Rideshare will continue to provide preferential parking at most state buildings for Commuter Club members who carpool at least three times a week. Staff will continue to have close contact with Facilities Management and Capitol Police regarding the misuse of preferential parking places at state-owned facilities.

Additionally, staff will continue to provide the Arizona Department of Administration motor pool and property managers with up-to-date lists of valid parking permits, to insure that adequate parking is available wherever possible and lost or stolen permits are reported to Capitol Police so violators can be spotted.

Emergency Transportation--Capitol Rideshare will continue to distribute vouchers for an Emergency Ride Home to Commuter Club members to use if they become ill at work, have an ill family member or have a carpool driver who strands them at work.

Capitol Rideshare will recruit members in a variety of ways. We will actively recruit new members through Bus Card Plus applications, Clean Air coupons, contests, newsletter articles, and general promotions.

Each issue of the newsletter *The Ride Line* will feature an article on the benefits of the Commuter Club as well as an application. Each issue of the coordinator newsletter *The Coordinator Update* will feature a promotional article about the Commuter Club.

Capitol Rideshare will be utilizing a payroll enclosure dedicated solely to recruiting membership for the Commuter Club in January of 1996.

5. Expand the telecommuting program to other state agencies.

Funding for the majority of this objective is provided by the Department of Commerce Energy Office. It is mentioned here because telecommuting is a significant travel reduction strategy and is presented to agencies as a part of the State's Travel Reduction Program, Capitol Rideshare. The Capitol Rideshare Administrator will spend a small percentage of time coordinating with the administrator of the telecommuting program.

Fourteen state agencies are currently participating in the State of Arizona Telecommuting Program. Five agencies have received a briefing and may join the program. In the next year, staff expects to invite an additional 30 agencies and conduct a formal evaluation of the State of Arizona Telecommuting Program with specific recommendations for future improvements.

Staff will continue to chair the Telecommuting Coordinator's Committee, comprised of agency telecommuting coordinators and information services personnel, to support each new telecommuting program. Staff will continue to respond to requests from other employers for assistance in implementing telecommuting. State agencies, their employees, and the community will continue to benefit from the reduced commutes as demonstrated by the State of Arizona Telecommuting Program.

6. Conduct various exposure activities\events to increase awareness of our programs among state employees.

Capitol Rideshare will host a Transportation Expo to be held in the Capitol Complex area during the month of August, 1995. The expo will be a high profile activity that will generate a positive amount of exposure for Capitol Rideshare. Transit companies and organizations and related vendors will be invited to participate. Bus Card Plus, the Commuter Club, and general Rideshare will be heavily promoted at this event.

Capitol Rideshare will continue to set up information tables at various locations throughout the year to recruit new members for the Commuter Club. We will also be conducting Transit Information tables to introduce busing to apprehensive state employees.

Clean Air Challenge prize drawings will also be billed as an event and employees will be encouraged to watch and assist with the drawing. Each drawing will be held at a different agency.

At least four lunch-hour information tables will also be set up inside cafeterias at various agencies to promote ridesharing in general.

7. Promote Bus Card Plus and the bus subsidy program to eligible state employees.

Capitol Rideshare will continue to promote Bus Card Plus through various promotional mediums. At least four articles will be featured on Bus Card Plus in our newsletter, *The Ride Line*, throughout the year.

Capitol Rideshare will provide all collateral material for the Bus Card Plus program such as brochures, applications, posters, and display boards.

Staff will also estimate the cost and benefits associated with subsidizing vanpools. If feasible, staff will pursue state appropriated funding for vanpool subsidies.

8. Coordinate the state's participation in the Valley-wide Clean Air Campaign.

Capitol Rideshare will again take part in this year's effort to educate employees about air pollution and to urge them to try alternate modes of transportation and to change their commuting habits. Capitol Rideshare will use or adapt all collateral designs provided by the Clean Air Campaign such as coupons, flyers, and posters.

Prior to the Clean Air Campaign, Capitol Rideshare will conduct an Agency Clean Air Representative Workshop and meet with other members of the Valley-wide employer task force.

Staff will participate in and help promote, among state employees, the campaign kick-off event, community-wide challenges, bike to work day, and various special events.

Internally, staff will distribute letters from the Governor to agency directors urging participation and will distribute information to employees about air pollution and the importance of individual contributions to improving air quality.

Capitol Rideshare will maintain the state agency competition with five categories (Extra large, large, medium-sized, small and very small agencies) and conduct the Clean Air Challenge Weeks. Staff will obtain prizes from local businesses to be drawn for agency representatives and state employee participants. Prize drawings will be billed as an event and employees will be encouraged to watch and assist with the drawing.

Staff will conduct various exposure and awareness promotions encouraging employee participation.

Capitol Rideshare will plan and host a Governor's Clean Air Reception in June of 1996 to honor winning agencies and recognize Clean Air Representatives.

9. Prepare the state's sixth travel reduction plan and administer the seventh travel reduction survey.

In August of this year, Capitol Rideshare will receive the computerized tabulation from our sixth year travel reduction surveys administered in April, as required by the 1988 Air Quality Bill. The Air Quality Bill requires every major employer in Maricopa County to implement a Travel Reduction Plan that will reduce the number of single passenger commute trips or miles to their work sites by a target of 5%.

Results measured and reported in each travel reduction survey are used to assess current and preferred commuting modes for all non-university, state employees in Maricopa County. This information assists us in compiling our current Travel Reduction Plan for the State of Arizona. The sixth-year survey will again measure any changes that have occurred and will help us predict incentives that will increase participation in rideshare programs, and we will use this information to write the 1996 Travel Reduction Plan.

In January, 1996, staff will work with each agency to get an accurate employee count by building in order to prepare for receipt of the seventh year Travel Reduction Surveys. In February, Capitol Rideshare will once again seek the assistance of the Governor's office in asking agency directors to appoint a survey representative to assist staff in conducting the survey. In March, staff will sort the surveys, train the representatives, prepare detailed instructions and a letter to accompany each survey, and will hand deliver the surveys to Travel Reduction Survey representatives at each agency. In April, the Maricopa County Travel Reduction Survey will be conducted again, and the findings of that survey will be used to write the 1997 Travel Reduction Plan.

Upon completion of each survey process, we will administer an evaluation form to all survey representatives to ensure we are providing the best possible training, information and assistance.

10. Continue community network participation.

Capitol Rideshare will continue to work with and assist in any way possible the Regional Public Transportation Authority, various regional Transportation Management Associations, the Association for Commuter Transportation, the city, the county and other local governments and Valley businesses.

Staff will participate in the finalization of a Statewide Pedestrian Plan by continuing to serve on the Maricopa Association of Governments Pedestrian Working Group. Capitol Rideshare will continue to promote walking and seek opportunities to better accommodate pedestrians in the Capitol Mall area.

Staff will also continue working with the MAG Electronic Highway Users Group to increase information sharing while reducing regional travel.

Capitol Rideshare will continue to serve on the Board of Directors for the Valley of the Sun Chapter of the Association of Commuter Transportation.

Products and Services

1. Coordinator Relations

The Coordinator Update, workshop and appreciation event, training and evaluation materials, Certificate of Achievements, gifts of appreciation, correspondence, daily contact, quarterly roundtable meetings, coordinator list.

2. Information Dissemination

The Ride Line, materials for literature display racks, payroll enclosures, articles for agency newsletters, brochures, assorted Capitol Rideshare literature, new employee rideshare packets.

3. Individual Assistance

Matching applications, vanpool information, bus route information, bike route and safety information, bike buddies database, parking permits, information cards, stationery, envelopes, database updates and deletions.

4. Commuter Club Incentives

Membership and discount cards, membership applications, promotional items, emergency ride home vouchers and letters, pocket guides, advance notice for state vehicle use, preferential parking passes, preferential parking signs, information cards on carpooling to accompany membership, explanatory letters.

5. Telecommuting Program

Briefing videos, informative brochures, program implementation handbook, training materials, hands-on assistance, train the trainer, telecommuting agreements, surveys, focus groups, local and national statistics, monthly Telecommuting Coordinator Committee meetings.

6. Exposure Activities\Events

Flyers, brochures, transit information, list of participating vendors, promotional items, program literature, prize lists.

7. Bus Card Plus

Information brochures, posters, literature displays, payroll enclosures, pocket guides, publication articles, news releases, applications, promotional items.

8. Clean Air Campaign

Selection of agency representatives, representative workshop, training materials, promotional items, flyers, posters, coupons, Governor's letter, agency director's letter, prizes, kick-off event, agency-sponsored events, thank you reception, prize drawing, trophies and trophy engraving.

9. Travel Reduction Plan

Selection of agency survey representatives, survey instructional materials, Governor's letter to agency directors, director's letter to employees, survey delivery and collection, analysis of survey results, written plan.

10. Community Network Participation

Monthly reports will reflect activity.

Staffing

The Capitol Rideshare staff will include one 85%-time manager, one full-time administrator, one full-time assistant, and one 80%-time secretary.

The administrator (100% FTE) plans and coordinates marketing efforts, organizes special events, writes and designs literature, prepares correspondence, writes press releases for outside publications, submits monthly reports to the program manager, works with Phoenix Transit and the Regional Public Transportation Authority, makes presentations to agency Rideshare Coordinators, Clean Air Representatives and Travel Reduction Survey Representatives, coordinates Travel Reduction Surveys, prepares the state's Travel Reduction Plan, coordinates carpool parking with the Arizona Department of Administration (DOA) parking services and Capitol Police, assists applicants with permits in the absence of the assistant, works with local businesses to obtain donations for the state's clean air challenge drawing, and maintains a network of community transportation contacts.

The rideshare assistant (100% FTE) helps plan and coordinate special events; helps produce promotional materials; assists applicants with matchlists and parking permits; adds to and updates the database, answers requests for information on alternate commute modes; works with ADOA parking services and Capitol Police; and distributes newsletters, payroll enclosures and other materials to state employees.

The secretary (80% FTE) assists with large projects and special events and provides clerical support to the program. The program manager (85% FTE) directs, works with and supervises staff. The manager also works with the Department of Administration legislative liaison and others to draft and pass legislation beneficial to state employees who use alternate modes of transportation.

Program Equipment

Capitol Rideshare property includes a WYSE terminal, and an ATD 2400 baud modem (both owned by the RPTA) which are connected to the Ridestar computer and an Okidata printer and buffer. This equipment enables staff to provide matchlists and other ridesharing information promptly. Capitol Rideshare also owns office furniture for four personnel, four computer terminals, one LaserJet printer, one copier and a fax machine.

Progress Reporting, Billing

The administrator submits monthly reports to the manager and to the Arizona Department of Transportation within fifteen days following each month. Reports list activities and accomplishments working toward the year's objectives and include product samples and spreadsheets reflecting numbers of carpoolers and Commuter Club members, estimated resulting fuel and pollution savings and related information.

Additionally, the administrator and manager meet, as requested, with representatives of the Arizona Department of Transportation and Federal Highway Administration to give an update on the progress of the program.

The Department of Administration accounting division prepares monthly invoices which are submitted to ADOT with the monthly progress reports.

Coordination

To coordinate the rideshare and travel reduction related efforts of this region, Capitol Rideshare will participate in a Maricopa Association of Governments (MAG) Rideshare Working Group. One representative from each of the following entities will participate on the Working Group: the Arizona Department of Administration, the Arizona Department of Environmental Quality, the Arizona Department of Transportation (ADOT), the Maricopa County Travel Reduction Program (TRP) and the Regional Public Transportation Authority (RPTA). The Federal Highway Administration will also receive all Working Group mailings so they will be informed of the activities of the Working Group.

It is anticipated that the Rideshare Working Group will meet on a quarterly basis unless additional coordination is necessary. The progress reports developed by the implementing agencies (Arizona Department of Administration, Maricopa County TRP, and RPTA) for the Congestion Mitigation Air Quality Improvement Program funds will be forwarded to ADOT, and copies of these reports will be provided to MAG.

Capitol Rideshare
 Budget, July 1995 - June 1996
 Accounting Format
 Arizona Department of Administration

Personnel Services

Salaries	107,716
ERE	24,775
Travel	2,000

Subtotal	134,491
----------	---------

Equipment	2,000
-----------	-------

Other Operating

Advertising *	2,500
Postage	1,000
Telephone	5,000
Office Rental	8,000
Printing **	14,809
Equipment Maintenance	400
Office Supplies	3,000
Organizational Dues	400
Education, Training	400
Registration Fees	1,000
Audit\Professional Services	5,500
Subscriptions	500

Subtotal	42,509
----------	--------

Emergency Ride Home	1,000
Indirect	0

Total	180,000
-------	---------

* Preferential parking signs, trophies, plaques, awards, reception invitations, certificates, ceremonies, events, film, film developing, display units, promotional items, etc.

** Posters, fact sheets, newsletters, brochures, payroll enclosures, matching applications, permits, new employee packets, coupon books, coupons, entry slips, etc.

... indicates ongoing tasks; X indicates major events now scheduled

... indicates ongoing tasks; X indicates major events now scheduled

[illegible]

Estimated Expenditures FY 1995-96

Objectives	FHWA	Administration	Total
1. Coordinator Relations	\$ 8,082	\$ 0	\$ 8,082
2. Information Dissemination	53,315	0	53,315
3. Individual Assistance	13,652	0	13,652
4. Commuter Club Incentives	16,538	0	16,538
5. Telecommuting Program	452	62,538	62,990
6. Exposure Activities/Events	11,049	0	11,049
7. Bus Card Plus	14,537	41,100	55,637
8. Clean Air Campaign	26,357	0	26,357
9. Travel Reduction Plan	25,620	0	25,620
10. Network Participation	<u>10,398</u>	<u>0</u>	<u>10,398</u>
TOTAL	\$180,000	\$103,638	283,638

For the most part, general operating expenses such as rent, telephone, postage, etc. have been spread across all objectives based upon the level of staff support for each objective.

Level of Effort by Objective

Objectives	Program Manager (85%)		Secretary (80%)	
	<u>% of time</u>	<u>hours</u>	<u>% of time</u>	<u>hours</u>
Coordinator Relations	1	18	2	34
Information Dissemination	25	445	25	419
Individual Assistance	1	18	12	200
Commuter Club Incentives	1	18	25	419
Telecommuting Program	0	0	0	0
Exposure Activities\Events	8	143	2	34
Bus Card Plus	16	285	2	34
Clean Air Campaign	10	178	22	369
Travel Reduction Plan	30	534	9	151
Network Participation	8	143	1	17
	——	——	——	——
	100	1782	100	1677

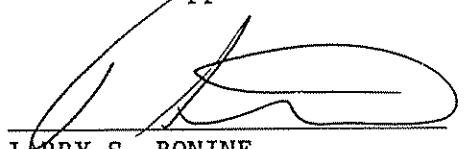
Level of Effort by Objective

Objectives	Rideshare Admin. (100%)		Rideshare Assist. (100%)	
	<u>% of time</u>	<u>hours</u>	<u>% of time</u>	<u>hours</u>
Coordinator Relations	4	83	12	252
Information Dissemination	35	733	20	419
Individual Assistance	2	42	25	524
Commuter Club Incentives	10	210	11	230
Telecommuting	1	21	0	0
Exposure Activities\Events	8	168	5	105
Bus Card Plus	5	105	4	84
Clean Air Campaign	15	314	19	398
Travel Reduction Plan	10	210	2	42
Network Participation	10	210	2	42
	<hr/>	<hr/>	<hr/>	<hr/>
	100	2096	100	2096

RESOLUTION

BE IT RESOLVED on this 21st day of August 1995, that I, the undersigned LARRY S. BONINE, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Highways Division, to enter into an agreement with the Arizona Department of Administration for the purpose of defining responsibilities for accomplishing the FY95-96 Capitol Rideshare Program.

Therefore, authorization is hereby granted to draft said agreements which, upon completion, shall be submitted to the Transportation Planning Director for approval and execution.



for LARRY S. BONINE
Director